

IMPLEMENTATION PLANNING

AI Implementation Brief

A worksheet for summarizing workflow, context, roles, integrations, risks, success metrics, and launch criteria.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Turn architecture work into an implementation-ready brief without losing the decision, context, governance, and operating assumptions.

BEST FOR

- Teams moving from assessment to build
- Stakeholders aligning before implementation
- Builders who need scope clarity before estimating work

OUTPUTS

- Implementation scope
- Launch criteria
- Build-readiness gaps

STEP 1

Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

Operating frame

System name

Give the implementation a working name that reflects the workflow.

Primary workflow

Name what the system helps users do.

Launch audience

Internal operators, leadership, customers, advisors, or a specific team.

Readiness check

- ☐ Workflow scope is narrow enough for a first release
- ☐ Required context sources are known
- ☐ Integrations and tools are listed
- ☐ Review and escalation rules are defined
- ☐ Success metrics are tied to operational outcomes
- ☐ Launch criteria include fallback and support expectations

STEP 2

Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

Design map

Users	Who uses the system, and what role do they play?
Context	Which sources, records, or memory inputs are required?
Tools	Which systems must the workflow read from or write to?
Governance	Which approval, permission, or audit controls are required?
Success metric	What will show that the first release works?

A strong implementation brief preserves architecture decisions so build work does not drift into feature assembly.

STEP 3

Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

Decision brief

MVP boundary	What is included in the first release?
Out of scope	What should explicitly wait?
Launch criteria	What must be true before the system is live?
Open decisions	What needs leadership, legal, technical, or operator approval?

Move from architecture to a buildable first system.

IntelliSync helps teams convert assessment findings into scoped implementation briefs and practical launch criteria.

[Open Architecture Assessment](#)